



One-Card Receipt Submission & Instructions

Vessels and Terminals

Important User Information

- State of Alaska ID card required when using state card.
- Tax exemption is the cardholder's responsibility; whereas they must inform vendor of tax exempt status. The federal tax exempt number is printed on the credit card in the upper right hand corner.
 - Ketchikan Gateway Borough (KGB) Card: See the purser or terminal manager for the Ketchikan city tax exempt card.
 - Alaska Car Rental: You must sign a tax exempt sheet and show the KGB card.
- Prior to making any purchases, review the submission instructions below so you will know what is required for submission of receipts.
- Captain Falvey must pre-approve certain expenditures and any single purchase over \$1,000. These expenditures are considered unauthorized with a failure to pre-approve.
- Credit card is to be returned immediately after use, with a detailed invoice or cash register receipt and a credit card receipt.

Submission Requirements & Instructions

- Each charge must be immediately logged on the Weekly Credit Card Log
- Keep receipts on file for up to one year and be prepared to resend them upon request.
- Invoices and receipts must be scanned within 24 hours.
 - If an invoice / receipt is coming at a later date, send an email to the email address below on the date of the purchase & include the Vendor Name and contact information, estimated amount, and the expected arrival of the invoice.
- All vital information must be visible on the scanned receipts and include the vendor name, address and phone number; invoice number and date of purchase; dollar amount for each item; and the total.
 - Handwritten receipts must be itemized and not written as miscellaneous. If the receipt isn't itemized, you or the vendor must list the items individually, and include the quantity, individual price and a total at the bottom. Do not cover itemization on the invoice with the CC receipt.
- Please complete the required information on the submission form prior to submitting.
- Use the following method to submit information:
 - Scan to: AMHS.vessel.mcaccount@alaska.gov
 - The subject line of the email should be one of the following:
 - i. Weekly Log: Vessel with Department or Terminal Name and Week Beginning & Ending Date of Log
 - ii. Daily invoices/receipts: Vendor Name, Date, & Dollar amount (example: Madison, 9/21/16, \$25.00)
 - iii. Fuel Purchase: Vendor Name, Vehicle Number or Equipment Description (Westside Service, V37410, or Snow blower, 9/21/16, \$25.00)

Questions? Ask your Supervisor or Call One-Card Desk @228-7292

One-Card Receipt Submission Form

ATTACH RECEIPTS

Please complete the following information before submitting.

Name of Card-User:	Please note as plumbing, electrical, office supply, etc:
Vessel or Terminal:	
Charge this department:	
Vehicle number (when applicable):	

AMHS.vessel.mcaccount@alaska.gov